

September 22, 2010

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE ETHICS AND INTEGRITY COMMITTEE**

CALL TO ORDER

The Torrance Ethics and Integrity Committee convened in a regular session at 6:32 p.m. on Wednesday September 22, 2010, in the West Annex Commission Meeting Room, 3031 Torrance Boulevard.

ROLL CALL

Present: Committee Members Gottshall-Sayed, Matsuda, Payne and Chairman Montoya

Absent: None

Also Present: Staff Liaison to the Committee Lohnes,
Deputy City Attorney Strader

FLAG SALUTE

The pledge of Allegiance was led by Chairman Montoya.

REPORT OF STAFF ON POSTING OF THE AGENDA

Staff Liaison Lohnes reported that the agenda was posted on the Public Notice Board on September 17, 2010.

ORAL COMMUNICATIONS #1

None

CONSENT CALENDAR

1. **Approval of Minutes: July 28, 2010**

2. **Approval of Minutes: August 25, 2010**

Staff Liaison Lohnes explained that the Committee could make a combined motion to accept the consent calendar items as read, or pull one or both items for separate consideration. She stated that if a member wished to discuss any item, it needed to be pulled for separate consideration.

MOTION: Member Gottshall-Sayed moved for the approval of Consent Calendar Items 1 and 2. The motion was seconded by Member Matsuda and passed by a roll call vote.

Ayes: Gottshall-Sayed, Matsuda and Chairman Montoya

Noes: Payne

Abstain: None

Absent: None

Deputy City Attorney Strader stated that if there was a motion and a second on the floor, the motion needed to be voted on. If there was just a motion and no second, the person who made the motion could withdraw the motion, if they so chose.

WRITTEN COMMUNICATIONS

3. Discuss and consider the placement of a news release advertising the meeting dates, time, location as well as the mission of the Ethics & Integrity Committee

Member Payne thanked Staff Liaison Lohnes for her survey of other Commissions' procedures for advertising meetings. Member Payne recommended that the Committee place the news release, as drafted by Staff Liaison Lohnes, in the Daily Breeze, for a trial period.

Staff Liaison Lohnes reminded the Committee that the Daily Breeze would maintain editorial control over the publication of the free notice.

Member Matsuda stated that she was opposed to the placement of the news release for three reasons:

- The discussion was taking time away from the directive from the Mayor.
- The posting would be contrary to almost every other Committee's/Commission's methods of posting and the City's public posting methods for standard meetings were acceptable.
- that the Committee should be better organized and have a product to show before inviting others.

Member Gottshall-Sayed stated that she agreed with the posting in order to advertise the existence of the Ethics and Integrity Committee and to seek input from and to educate the public on the City stand on Ethics. She recommended that the Committee ask the City Council for permission for the posting.

Member Payne stated that the posting would promote the program and inform the public.

Chairman Montoya expressed his concerns with the posting not reflecting what was currently happening in meetings and stated that he did not think that the Committee's agenda would be of interest to the public at this time.

Member Payne stated that the value of the posting would be that the public would be aware of the existence of the Ethics Committee.

Chairman Montoya stated that he would agree if all the Committees/Commissions were advertising their meetings in this way.

Member Payne moved for the approval of the placement of a news release, as drafted by Staff Liaison Lohnes, in the Daily Breeze's Community Events Page.

MOTION: Member Gottshall-Sayed amended the motion to submit the news release, as drafted by Staff Liaison Lohnes, to the City Council for approval to post. The motion was seconded by Member Payne. **The motion failed.**

Ayes:	Gottshall-Sayed, Payne
Noes:	Matsuda, Chairman Montoya
Abstain:	None
Absent:	None

Member Matsuda explained her no vote by stating her opinion that to send the request to post to the City Council would demonstrate that the Committee did not understand its fundamental purpose and the basic limits of what the Committee could do under the Ordinance.

PUBLIC WORKSHOP (Continued from August 25, 2010)

The Ethics and Integrity Committee continued the public workshop to create a complete package to be used by candidates for elective office.

Workshop Agenda:

- Identify components to be included in package
- Create policy statements
- Create a code of conduct
- Design a training component
- Identify next steps in implementing an ethics program for candidates

Create policy statements

Member Gottshall-Sayed requested that the spelling of her name be corrected on the draft copy of the Ethics Policy for Elective-Office Candidates.

Member Matsuda reviewed the changes to the policy statement that she had incorporated, using the Committee's input from the meeting on August 25, 2010.

There was a discussion to add "trust" to the policy statement. Member Payne stated that the listed policy values should be consistent with the values in the Code of Ethics.

MOTION: Member Gottshall-Sayed moved to add the word "trustworthy" to the first bullet in the policy, after the words, Be Responsible. The motion was seconded by Member Matsuda. **The motion passed.**

Ayes:	Gottshall-Sayed, Matsuda, Chairman Montoya
Noes:	Payne
Abstain:	None
Absent:	None

There was a consensus by the Committee that the Ethics Policy for Elective-Office Candidates, with the change to add the word trustworthy to the first bullet, was ready to be published.

Create a code of conduct

There was a consensus by the Committee that the existing City of Torrance's Code of Conduct would be used for the candidates package.

Design a training component

Member Gottshall-Sayed presented her proposed outline for both the written material and the class presentation portion of the training component.

Member Payne stated that City Clerk Herbers had reviewed the candidate's notebook with Member Payne, to give him a better understanding of the information she gave to a declared candidate.

There was a discussion as to what group or person should do the training classes for the candidates and what percentage of the training should be written versus interactive / oral.

In response to a question from Member Gottshall-Sayed, Staff Liaison Lohnes explained that the Committee had not spent last year's entire budget, but what had been spent had been to cover the expenses of conducting meetings.

Member Payne presented his proposal for a draft ethical campaigning training program.

Staff Liaison Lohnes asked the Committee if they were considering writing the curriculum for the training themselves or would envision working with a facilitator.

Member Payne stated that he thought that the Committee would work with a consultant to develop and present the training.

Staff Liaison Lohnes stated that the Committee's budget was \$10,000 and if the Committee determined that they needed funds in excess of that amount, it would be necessary to request an appropriation from the City Council.

Staff Liaison Lohnes reminded the Committee to consider items such as "Test Yourself for Ethical Campaigning" that could be used as a "take away" from the training class.

RECESS AND RECONVENE

At 8:07 p.m., there was a recess until 8:17 p.m., when the public workshop continued with all Members present.

Chairman Montoya presented his outline for a training program for political candidates, along with a list of existing documents that he would consider using as part of the training program.

Deputy City Attorney Strader reminded the Committee that there could be a cost to include copyrighted material in the training program.

Member Matsuda presented her outline for a candidate workshop that could be conducted in a 45 minute to a one hour time period, with portions of the workshop focused on money and media. She added that there should be a resource list included in the package. She noted that the Members had selected many of the same existing documents to include in the training package.

Chairman Montoya thanked everyone for their submissions.

Staff Liaison Lohnes proposed that the next step for the Committee might be to decide how they were going to present their training package and suggested that the Committee invite the City's training team to a Committee meeting to discuss the ways in which the training team had developed curriculum for the City.

Staff Liaison Lohnes added that staff was available to assist the Committee in developing the materials that the Committee wanted to include in the training package.

There was a discussion regarding who would be the best choice to conduct the candidate's training class and what the order of priority should be among the choices of: a consultant, City Employee/Staff or the Committee itself. It was decided to postpone both the decision of who would conduct the training and the invitation to the City's training team to attend a Committee meeting, until the training package was more fully formatted.

There was a consensus in the Committee that there should be both an oral presentation and a written component to the candidate's training.

Staff Liaison Lohnes stated that for the next meeting she would:

- develop a summary of the common items in all of the Committee's submitted proposals for documents to be used in the candidate's training class
- compile a list of resources for the candidate's training
- develop possible items to include on a reminder/take home card for the candidates
- review the scenarios developed by the Blue Ribbon Committee for possible inclusion in the training class.

Member Gottshall-Sayed stated that it would be easier to create an oral presentation once the written material for the class had been determined.

Chairman Montoya summarized that, in preparation for the next meeting, the members would work on the following for possible inclusion in the oral presentation:

- each would review Member Payne's draft slide presentation
- each would review existing scenarios or develop scenarios that could be part of the training class
- each would create a table of contents of basic topics
- each would submit their information to Staff Liaison Lohnes for her to summarize for the next meeting

Staff Liaison Lohnes stated that, in addition to the summary of common items from the member's submissions for the oral portion of the candidate's class, she would also attach a copy of each of the members' original submission to next's month's agenda.

Chairman Montoya stated that at next month's meeting the Committee would:

- review the summary of the written material as prepared by Staff Liaison Lohnes and look for gaps
- evaluate the scenarios for possible inclusion
- review the oral presentation summaries
- agree on the final list for the training class
- begin to add details to the summaries
- discuss the possibility of inviting City trainers to the November meeting

ORAL COMMUNICATIONS # 2

Staff Liaison Lohnes stated that the next meeting would be October 27, the fourth Wednesday of the month.

Member Matsuda stated that October 27 was also the date of the Commissioner training class, which she had planned to attend to gather any relevant information or format ideas that could apply or be incorporated into the candidate's training.

Chairman Montoya stated that he had taken the Commissioner's training class several times and thought that a review of the written material would be sufficient to find any relevant information on ethics to apply to the candidate's class.

In response to a question from Staff Liaison Lohnes, Member Matsuda stated that she did not want a discussion of the revised format of the minutes to be put on the next agenda.

Please note: There were no additional meetings held after September and Committee was dissolved on February 1, 2011, Ordinance 3740 (lc)

Chairman Montoya stated that he liked the format, content, style and clarity of the minutes for July and August.

Responding to a question from Member Gottshall-Sayed, Staff Liaison Lohnes stated that she would like the Committee's submissions by October 14.

Staff Liaison Lohnes reminded the Committee that the ordinance that would prevent employees from serving on Commissions or Committees would be presented for adoption to the City Council at the September 28 City Council meeting.

Staff Liaison Lohnes announced the Coastal Cleanup Day at Torrance beach on Saturday, September 25.

In response to a question from Member Gottshall-Sayed, Deputy City Attorney Strader stated that it was not necessary at this time to file a Form 700 and that if the members were required to file the form in the future; they would receive notification to do so.

ADJOURNMENT

At 9:37 p.m., there being no further business, Chairman Montoya adjourned the meeting to Wednesday, October 27, 2010 at 6:30 p.m. in the West Annex Commission meeting room.